

Definition

"A special event is defined as the organized use of project resources for a specific purpose and limited duration, beyond that normally engaged in by individuals or groups on a day-to-day basis. A special event may impact and/or restrict the intended use of the project by the general public and require USACE activities that convey special benefits to an identifiable recipient or recipients beyond those afforded to the general public."

Special Event Conditions

1. A Special Event Permit does not grant private exclusive use of Corps of Engineer lands or facilities at the Cape Cod Canal, and should at no point; supersede any regulations governing use of the Cape Cod Canal.
2. Portions of the project including the Canal service roads or recreation areas are subject to availability, and may be closed at the discretion of the operations Project Manager at any time or for any given reason. Special event permits are revocable at will by the Corps of Engineers. Permittees may be required to adjust event logistics to meet changing conditions.
3. The right to host an event on government property is based on the permittee providing parking assistance, adequate policing for crowd supervision and control, and other services required for the health and welfare of the visitor. The sponsoring agency must meet bonding, insurance, and other requirements unique to the local area.
4. Special Use Permits are available on a first come first serve basis. In the event two permit requests are received for the same location, the first completed application received will be given priority.
5. No costs shall accrue to the government.
6. Private use of the project lands will not preempt public use of project recreational resources.
7. The permitted site will be fully restored to prior conditions by the permittee.
8. The operations project manager will determine the number of hours per day the event may take place, however, the permit will be limited to one (1) day with a prohibition against holiday use.
9. Collection of funds from spectators in connection with the event must be approved by the operations project manager prior to issuance of the permit.
10. Admission to view the event must not be limited to membership of the sponsoring group, nor will any discrimination be made against a person because of race, creed, sex, or national origin in conducting activities. Special event permits will include the following condition relating to discrimination:

"Admission to view the event will be open to the general public without discrimination on the grounds of race, color, religion, national origin, sex, or age. Participation in the event may be limited to members of the sponsoring group provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex or age. Request for special events permits citing "special circumstances" for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification. This may be appropriate for activities such as contact sports and sports such as tennis, golf, or competitive swimming. Fishing tournaments do not qualify for discrimination based on gender."
11. The United States Government is not responsible for damage to property for injury to persons attending the event. The permittee will be responsible for health and safety requirements of participants.

12. The permit request must be in accordance with applicable Federal, state, and local Laws.
13. In accordance with US Army Corps of Engineers Circular - EC 1130-2-550, 30 Nov 15, APPENDIX “E”, **Special Events** - Insurance requirements;

(a) Liability insurance for events such as religious ceremonies, social ceremonies (weddings, etc...), club fishing tournaments or family reunions that involve **less than 50 participants**, may be required at the discretion of the Operations Project Manager. For the above listed events, when the expected group is **over 50 participants**, liability insurance, obtained by the event holder, that names the United States Government as an additional insured in the minimum amount of **\$1,000,000** for each event is **mandatory**.

(b) For all non-motorized events, such as volleyball tournaments, foot races (running), canoe regattas, etc., when the expected group is **over 50 participants**, liability insurance, obtained by the event holder, that names the United States Government as an additional insured in the minimum amount of **\$1,000,000** for each event is mandatory.

(c) For all events involving mechanical apparatus, such as boats, personal watercraft, motorcycles, bikes, etc., liability insurance, obtained by the **event holder**, that names the United States Government as an additional insured in the minimum amount of **\$1,000,000** for each event, is **mandatory**.

(d) Liability insurance may be required at any event, at the discretion of the Operations Project Manager, when there is an increased possibility for an accident or the activity has a high potential for involving other visitors.

14. The policy must list the “**US Government**” as insured and be addressed to:

**US Army Corps of Engineers
Cape Cod Canal Field Office
40 Academy Dr.
P.O Box 1555
Buzzards Bay, MA 02532**

15. Insurance requirements for groups of 50 people or less will be evaluated on a case-by-case basis. Whenever possible, please include a copy of the insurance policy with the Special Event Permit Application.

16. The individual(s) listed as point of contact and/or alternate contact person supplied in the permit application, will serve be designated “event coordinator(s)”. Event coordinators accept responsibility, unless proven otherwise, to handle planning and implementation of event logistics, serve as contact in the event of an emergency, issues concerning non-compliance with permit conditions, and any unforeseen changes in circumstances that may result in cancelation of the event.

Additional Conditions

- Events will strictly adhere to the permit requirements
- No tent structure will be erected unless permission is granted
- Event must not exceed the period of time stated in the permit
- Event permittee is presumed responsible for all event participants unless proven otherwise
- Noise restrictions may apply
- Event participants must yield to Government and emergency vehicles, said vehicles shall be given the right of way at all times
- Event participants must adhere to service road rules

- Any commercial activity including the selling or advertisement of any refreshments or products on government property is prohibited
- Spray painting or placing any markings on the Canal service road without permission is prohibited
- Temporary signs may be erected, provided they are removed at the conclusion of the event.
- Time, location, and conditions for such activities shall be regulated by permit to avoid:
 - Infringement upon the enjoyment and rights of other project visitors
 - Traffic congestion
 - Injury to non-participants and damage to project resources
 - Disruption of normal project operations
 - Unwarranted risk to participants due to inadequate equipment, lack of qualifications, supervision, weather, or other factors

Approved Types of Events

Walks - Maximum participation shall not exceed 500 people for any given area at any time during each calendar day

Runs - Running events on the Cape Cod Canal service roads shall be permitted they comply with the following conditions:

- Due to narrowness of Canal service roads, running events must have runners released in small groups utilizing an individual timing system to avoid large waves of runners taking up the entirety of the service road.
- Runners participating in the event must not congregate on the service road, nor interfere or impede passage of other recreational traffic utilizing the service roads.
- Timing systems must be setup off the paved road to allow passage of recreational and emergency vehicle traffic
- Event participants must stay to the right of the road at all times, yield to official vehicles, and expect other recreational traffic along the road.
- Organized events that include runs will be permitted prior to Memorial Day and post Labor Day of any calendar year. Maximum participation for a running event shall not exceed 350 people
- Shotgun starts are strictly prohibited.
- No more than 20 running events will be permitted each calendar year
- Event participants must not take up the entire service road, normal recreational visitors must be accommodated
- Permittee must carry an active and proper insurance policy to cover all event participants including accidental injuries to the public

Bicycle Rides

- Maximum participation shall not exceed 5,000 people for any given area at any time during each calendar day
- Events must be completed prior to 9:00 am
- Events utilizing either highway bridge must have participants walk bicycles across sidewalk portion of the bridge or contract a professional traffic control agency and local law enforcement department to coordinate temporary lane closures on bridge

Application Instructions

1. When describing your event, be as thorough as possible. Additional information may be required, applicants will be contacted as to the nature of such information.
2. All necessary forms and certificates must be received in our office a minimum of one (1) week prior to the event. Lack of required paperwork may result in a rejected special use permit application. A complete package will consist of the completed application, signed applicant agreement, and certificate of insurance (if required).
3. If you are recognized by the Federal government as a 501(c) 3 non-profit organization, include a copy of your certification with your application (if required).
4. The undersigned agrees to the following regulations and requirements.
 - A representative of the sponsoring organization maybe required to meet or coordinate with the Park Manager and/or the Special Use Permit Coordinator at least five (5) days prior to the event to coordinate all activities.
 - The person this permit is issued to (hereafter referred to as the “permit holder”) will be held responsible for the conduct and actions of all members of the organization and all individuals participating in the activity.
 - The permit holder will furnish to the Special Use Permit Coordinator, at least two (2) weeks prior to the event, a copy of an insurance policy naming the Corps of Engineers, its agents, employees and officers as additional insured.
 - Special event signs, banners, balloons, streamers, or similar items will **NOT** be placed on park signs or sign posts, trees, fences, or other facilities. **ANY SIGNS PLACED ON CORPS FACILITIES WILL BE REMOVED.**
 - Signs can be attached to wooden stakes provided by the permit holder.
 - All necessary road signs and markers will be furnished by the permit holder. Road markers must be non-toxic, non-permanent, and biodegradable. Wording, size and site location of all signs and markers must have the Park Manager’s approval.
 - No signs or markers are to be erected prior to 24 hours before the activity, without prior written permission, and all such items shall be removed no later than 10:00 AM of the following day.
 - All items, including signs and personal effects, will be removed by the permit holder before leaving designated area.



**DEPARTMENT OF THE ARMY US
Army Corps of Engineers Cape Cod
Canal Field Office 40 Academy Dr.
P.O Box 1555 Buzzards Bay, MA 02532
508-759-4431**

Dear Applicant,

Enclosed is a Special Event Permit Application package. Please complete the application and email, fax or mail the package to me, the Special Use Coordinator, at the contact information listed below. Please allow for time to review.

Be sure to completely fill out of the application. Use additional pieces of paper if needed. If you have any questions during the process contact the Special Use Permit Coordinator.

Sincerely,
Jonathan Dumais

Park Ranger
US Army Corps of Engineers
Cape Cod Canal Field Office
P.O Box 1555
978-318-8534 – Office
508-759-1345 - Fax
Jonathan.R.Dumais@USACE.Army.MIL

** Be sure to fill out both sides of the application

1. Group Name:	
2. Type of Proposed Activity/Event: (walk, run, bicycle ride, etc...)	
3. Group Representative: Name: _____ Address: _____ _____ _____ Phone Numbers: Home: _____ Cell: _____ Office: _____ Fax: _____ Email: _____	4. Alternative Group Representative: (if applicable) Name: _____ Address: _____ _____ _____ Phone Numbers: Home: _____ Cell: _____ Office: _____ Fax: _____ Email: _____
5. Proposed Date of Event: (no rain dates)	6. Estimated Number of Participants:
7. List starting location/ Recreation Area: (Buzzards Bay, Sandwich, etc...)	
8. Description of event:	
9. Are you certified as a 501(c)3 non-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No (May be requested to provide a copy of your certification)	
10. Fee to Participate? <input type="checkbox"/> Yes <input type="checkbox"/> No	11. Event Setup Begins at: _____ Event Starting Time: _____ Event Closing Time: _____
12. Insurance Company: (If requested) (Name, address, phone, amount of coverage)	
13. Signature and Title of Group Representative:	Date:
14. Mail, Fax, or Email Application To: US Army Corps of Engineers Cape Cod Canal Field Office ATTN: Special Use Permits Coordinator P.O Box 1555 Buzzards Bay, MA 02532 978-318-8534 – Office 508-759-1345 - Fax Jonathan.R.Dumais@USACE.Army.MIL	Permit Status: (FOR OFFICIAL USE ONLY) Date Received: _____ Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approving officer: _____

*Answering “yes” to any of the following questions will require additional coordination with event coordinator and will require conditions to be assessed to the permit

** Use additional pages if nessecary

Do you plan to provide additional sanitary facilities for event participants? (100 participants or more) ☐ Yes ☐ No

How many?

Will additional security measures be required for crowd or traffic control (For events over 350 participants)?

☐ Yes ☐ No

Explain:

Will temporary course markers, signs, or other items be placed on the Canal service road? ☐ Yes ☐ No

Explain/ list items:

Do you plan to set up water tables along route? ☐ Yes ☐ No

How many? _____

Location? _____

Do you plan to use a vehicle on service road to setup/ breakdown tables, put up signs, etc... ☐ Yes ☐ No

List additional requests or special needs here.